

Admissions Policy

2026-27

Great Ponton CE Primary School



Approved by:

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Last reviewed on:

February 2025

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February 2026

Introduction

This school was founded to provide education for children of the parish of Great Ponton and the surrounding area. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of “excellence, exploration and encouragement within the love of God”. The school values the involvement of all parents in supporting the school’s Christian ethos.

Great Ponton CE Primary School is a Church of England Voluntary Aided Primary School for children aged 4 to 11 years. It is small village primary school catering for all pupils in Great Ponton, surrounding villages, and the Grantham area. Its Voluntary Aided status means that we have very close links with our local church, clergy and the Diocese of Lincoln. Whilst attending Great Ponton CE Primary School, children will learn about the different world faiths in Religious Education. Collective Worship and festival celebrations will emphasise the Christian nature of our foundation and ethos.

As an aided primary school, the Governing Body is deemed the Admission Authority. The Published Admission Number (PAN) for Great Ponton CE Primary School is 10.

How to apply for a place at Great Ponton CE Primary School

Arrangements for applications for places at Great Ponton CE Primary School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Great Ponton CE Primary School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

Admission of children below compulsory school age and deferred entry to school

Great Ponton CE Primary School provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child’s parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

The governors will accept applications for children in any school year group (including in year) as long as there is a place available.

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan, will take place first. Remaining places will be allocated in accordance with this policy.

If the demand for places exceeds the Published Admission Number, the Governors will apply the over subscription criteria listed below. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

Oversubscription Criteria

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicants under any criteria, the next criteria will be applied until the tie-breaker is used.

A) Looked after children and all previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A 'looked after child' is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

B) A brother or sister who will be attending the school at the expected time of admission.

Included in this criterion are:

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child, a child legally adopted by a biological or step-parent

In all cases, both children must live at the same home address.

C) Nearest State Funded School: measured by straight line distance

The nearest state funded school is found by measuring the straight-line distance from the

child's home address to all state funded schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school by Lincolnshire County Council school admissions team. Distance is measured to three decimal places, e.g. 1.256 miles.

D) Increasing order of straight line distance, where priority is given to the child living the closest.

Measurements are calculated electronically by Lincolnshire County Council school admissions team from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. The distance is measured to three decimal places, e.g. 1.256 miles.

Tiebreaker

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

Home Address

The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989).

Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application.

If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number, the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The Government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

Reserve list

For admission into reception the governors will keep a waiting list which we call a reserve list. If you were not offered a place and you named us as a higher preference, your child is automatically put on the reserve list above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August. After this the School Admissions Code requires that admission authorities keep the reserve list until the end of the autumn term. Great Ponton CE Primary School will hold the reserve list until the end of the academic year

Reserve lists for other year groups know as In Year Admissions are also maintained if required and will be cleared at the end of the academic year.

In Year Admissions

The governors will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. Parents can apply online at: www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the school and are entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties. You will be informed of how to lodge an appeal in your application decision letter.

Service Families

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.
- The Governors will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and in year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The school's governors will consider whether:

An application from that address would normally succeed in an oversubscribed year

There is any child on the reserve list with a higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria and must not admit a Service child ahead of another child with a higher priority under the criteria.
The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

It maybe that we still cannot admit because of organisational or curriculum difficulties within the school, if this is the case we will inform the Local Authority and ask them to consider your second and third preferences.

We will need the notice of posting or official government letter and posting address before we can consider the application under these arrangements. We will process an application as soon as possible by applying the policies and practices that we normally follow but including the statement given above.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Great Ponton CE Primary School will participate in the Lincolnshire County Council Fair Access Protocol (FAP).

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.
Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Great Ponton CE Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.